

RESTRICTED

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NO CHANGE in Class. ☐

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EPA FORM 4-100-17

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Date: 28 Aug 50 BY: one

MEMORANDUM FOR: Deputy Chief, TRD
THROUGH : Deputy Chief, TMS
SUBJECT : Procurement of Films

1. For your information and my own protection, it is necessary for me to report certain undesirable procurement procedures which exist within the Training Materials Staff, and especially concern the Training Aids Section.

2. In a conference attended by the Deputy Chief, TRD, [redacted] and myself, shortly after entering on duty in my present position, I was charged with the responsibility for all training aids including films, visual presentation equipment, film scheduling, recording and transcribing equipment, construction and storage of charts, and the map library. Because of the pressure of work in the Training Aids Section, [redacted] when present, has been handling the scheduling and procurement of films. In his absence, matters relating to films have naturally reverted to me.

3. The scheduling of film showings has normally been arranged by [redacted] with Graphics Register over the telephone and recorded on the Auditorium scheduling sheet. However, other film ordering apparently has been done orally with no adequate records kept as to which films are ordered, dates of the orders, individuals requesting the films, or other pertinent information. On numerous occasions Graphics Register has informed me of the arrival of requested films, and each time it has been necessary for me to inquire among the instructors of TRD to determine who had requested the films so they could be scheduled, with no assurance that the original interested person has been contacted. Many instructors, being somewhat aware of the situation, habitually request confirmation of film orders, which usually is impossible without contacting Graphics Register. Sometimes this results in duplication of orders. This type of action should be unnecessary, if proper records had been maintained by the Chief, TMS, and is certain to reflect against the Training Division. Several instructors have complained to me that they have had difficulty getting their film needs taken care of satisfactorily.

4. Before [redacted] left on his current vacation, I asked him for any information concerning pending film business that might be needed in his absence, and received the reply there was nothing to tell me. It appears to me that TMS is in need of more positive direction.

[redacted]
Chief, Training Aids Section

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